

Governor's Office of Criminal Justice Planning

CHILD ABDUCTION LAW ENFORCEMENT FIELD PACKET



Sponsored by

The California Child Abduction Task Force and
The Governor's Office of Criminal Justice Planning
Children's Branch
(916) 323-7449

**CHILD ABDUCTION
FIRST RESPONDING OFFICER CHECKLIST**

RESPOND

RESPOND to ANY disappearance of a child as an Abduction Case until further information is developed. CHILD ABDUCTION BY A FAMILY MEMBER must be treated as an urgent missing child investigation. ALWAYS consider the child endangered until proven otherwise.

WITHOUT DELAY BROADCAST ALL POINTS BULLETIN to: all Police Communication Channels, Other Patrol Officers, and Other Law Enforcement Agencies

**GATHER DATA RELEVANT TO THE INITIAL RESPONSE:
interview reporting party & witnesses**

- ENSURE CHILD IS MISSING ☐
- DESCRIPTION OF CHILD ☐
- CIRCUMSTANCES OF DISAPPEARANCE ☐
- DESCRIPTION OF ALLEGED PERPETRATOR (if known) ☐
- DESCRIPTION OF VEHICLE ☐
- INITIAL DETERMINATION OF ABDUCTION TYPE ☐
- RISK ASSESSMENT (See Risk Assessment Checklist) ☐

WITHOUT DELAY BROADCAST ALL POINTS BULLETIN to: all Police Communication Channels, Other Patrol Officers, and Other Law Enforcement Agencies

YOU MUST IMMEDIATELY

ESTABLISH AND SECURE THE CRIME SCENE ☐

NOTIFY

- ADDITIONAL PERSONNEL AND SUPERVISION ☐
- HIGHWAY PATROL ☐

ENTER INFORMATION INTO

- THE DEPARTMENT OF JUSTICE MISSING PERSON SYSTEM (MUPS/NCIC) ☐

GATHER ADDITIONAL INVESTIGATIVE DATA

- PHOTOGRAPH & OTHER IDENTIFYING DATA
RE: CHILD (and abductor-suspect if known) ☐
- DETAILED FAMILY HISTORY ☐
- LOCATIONS OF OTHER FAMILY MEMBERS ☐
- SCHOOL, HEALTH AND OTHER INFO. RE: CHILD ☐
- POSSIBLE DESTINATIONS ☐

PRIOR TO LEAVING THE SCENE ADVISE FAMILY

- HOW TO ACCESS VICTIM WITNESS SERVICES ☐
- CAN OFFER DNA IF CHILD IS MISSING 30 DAYS ☐

IF APPROPRIATE, NOTIFY THE:

- DISTRICT ATTORNEY'S FAMILY CHILD ABDUCTION UNIT ☐
- LOCAL OFFICE OF THE FBI ☐
- MEDIA or, if available, CARE ALERT ☐
- NATIONAL CENTER FOR MISSING & EXPLOITED CHILDREN ☐
- MISSING CHILDREN NONPROFIT ORGANIZATIONS ☐

CONTACTS and RESOURCES

- DOJ Missing & Unidentified Persons Unit (916) 227-3290
- DOJ Missing Children Hotline (800) 222-FIND (3463)
- California Highway Patrol or (800) TELL-CHP
nearest CHP Communications Center (835-5247)
- FBI
- Los Angeles (310) 477-6565
- Sacramento (916) 481-9110
- San Diego (858) 565-1255
- San Francisco (415) 553-2000

National Center for Missing & Exploited Children (800) 843-5678

Missing Children Organizations:

District Attorney's Child Abduction Unit

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This checklist is a suggested guide, but is not all-inclusive.
Local jurisdictions may have protocols with varying requirements.

**CHILD ABDUCTION & RISK OF DANGER TO CHILD
ASSESSMENT CHECKLIST**

ALWAYS consider the child endangered until proven otherwise.

ABDUCTOR-SUSPECT INFORMATION

- | | |
|--|--------------------------|
| Prior threats to abduct child | <input type="checkbox"/> |
| Prior abductions and/or prior concealments | <input type="checkbox"/> |
| Has strong family ties in other states or countries | <input type="checkbox"/> |
| Unwed parents | <input type="checkbox"/> |
| Criminal history | <input type="checkbox"/> |
| Has a weapon/has access to a weapon | <input type="checkbox"/> |
| Has/is threatening suicide | <input type="checkbox"/> |
| Child taken without any personal items | <input type="checkbox"/> |
| Recently been fired from employment | <input type="checkbox"/> |
| Recently quit employment | <input type="checkbox"/> |
| Made verbal threats to harm custodian/child | <input type="checkbox"/> |
| Major deviation from normal behavior pattern | <input type="checkbox"/> |
| Prior incidence of violence | <input type="checkbox"/> |
| History of Domestic Violence/Child Abuse | <input type="checkbox"/> |
| Chronic alcoholism/ drug use | <input type="checkbox"/> |
| Currently Under the Influence | <input type="checkbox"/> |
| Mental illness | <input type="checkbox"/> |
| Registered sex offender | <input type="checkbox"/> |
| History of Stalking | <input type="checkbox"/> |
| History of violent criminal acts | <input type="checkbox"/> |
| Custody battle/recent divorce or separation | <input type="checkbox"/> |
| Potential of International Abduction | <input type="checkbox"/> |
| Has a passport & support system outside US. | <input type="checkbox"/> |
| Child has current passport | <input type="checkbox"/> |
| Signs of pre-abduction plans to leave the US | <input type="checkbox"/> |
| Cumulative recent "stressors" and/or loss of "Control" over personal life or other individuals | <input type="checkbox"/> |

MOTHER ABDUCTOR-SUSPECT INFORMATION

(Additional factors common to female caretaker abductors)

- | | |
|---|--------------------------|
| Allegations of child abuse by male custodian/father | <input type="checkbox"/> |
| Allegations are supported by mother's family | <input type="checkbox"/> |
| Child under age six | <input type="checkbox"/> |
| Recent court hearing/decision regarding custody | <input type="checkbox"/> |

CHILD(REN) INFORMATION

- | | |
|--|--------------------------|
| Is within an at-risk age group | <input type="checkbox"/> |
| Is preschool age or younger | <input type="checkbox"/> |
| Knows own address and telephone number | <input type="checkbox"/> |
| Knows how to dial 911 | <input type="checkbox"/> |
| No or limited English-speaking ability | <input type="checkbox"/> |
| Acute Serious Health Concern | <input type="checkbox"/> |
| Chronic Serious Health Concern | <input type="checkbox"/> |
| Requires Medication | <input type="checkbox"/> |
| Developmentally Delayed | <input type="checkbox"/> |
| Physical Disability | <input type="checkbox"/> |
| Child is Drug Dependent | <input type="checkbox"/> |
| Potential violence or sexual abuse of victim | <input type="checkbox"/> |

CULTURAL CONSIDERATIONS

- | | |
|--|--------------------------|
| Potential "Honor Killing" | <input type="checkbox"/> |
| Potential unwilling victim of "Marriage Abduction" | <input type="checkbox"/> |
| Child seen as rightful property of abducting party | <input type="checkbox"/> |
| Potential maiming such as, female circumcision | <input type="checkbox"/> |
| Mixed culture marriage relationship | <input type="checkbox"/> |
| Parents are members of a religious cult, militia, or other extremist group | <input type="checkbox"/> |

**This checklist is intended as a guide and may not be all-inclusive.
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Sample Child Abduction/Missing Child Report Worksheet						
WITHOUT DELAY BROADCAST ALL POINTS BULLETIN to all Police Communication Channels, Other Patrol Officers, Other Law Enforcement Agencies					Time of Broadcast	
DESCRIPTION OF CHILD						
Child's Name		Nickname(s)		Gender		Race/Ethnicity
				Female <input type="checkbox"/> Male <input type="checkbox"/>		
Age	Date of Birth	Hair Color	Eye Color	Height/Weight	Languages Spoken at Home	Disabilities
Clothing at Time of Disappearance						
Distinguishing Features or Marks				Medical Conditions		
CIRCUMSTANCES OF DISAPPEARANCE						
Last Seen By (witnesses)		Relationship	At (location)		At/Around(time)	With (child alone or with others)
Reason the child is perceived as missing:						
DESCRIPTION OF ALLEGED PERPETRATOR IF KNOWN						
Name		Aliases/Monikers		Gender		Race/Ethnicity
				Female <input type="checkbox"/> Male <input type="checkbox"/>		
Age	Date of Birth	Hair Color	Eye Color	Height/Weight	Languages Spoken	
Disabilities/Medical Conditions						
Vehicle Description (Make, Model, Year, Color, etc.)		License/State	Occupation	Criminal Record	Relationship to Child	
Notes:						
Clothing at Time of Abduction				Other Observations/Distinguishing Marks/Tattoos		
Residential Address				Work Address		
Potential Destinations:						
Potential Routes of Escape:						
Type of Abduction: Non-family <input type="checkbox"/> Family <input type="checkbox"/> International Risk <input type="checkbox"/> Removal from the United States <input type="checkbox"/>						
RISK ASSESSMENT (Degree of risk that child may be injured, killed or removed from the United States) Complete risk assessment then summarize concerns:						

RELEVANT INFORMATION										
Child Victim's Residential Address			Family Status			Legal Caretaker-Custodial Situation				
			Intact Two-Parent							
			Divorce/Separation							
			Step/parent							
Telephone				Out-of-Home Placement						
			Other							
School/Day Care										
Address										
Grade, Teacher, Telephone No.										
Individuals Living in Child's Household		Relationship to Child		Current Location			Contact Information			
INTERNATIONAL RISK (Complete only if indicated)										
Country of Origin		Current Passport		No:		Current Foreign Passport		No:		
		Abductor		yes <input type="checkbox"/> no <input type="checkbox"/> unknown <input type="checkbox"/>		yes <input type="checkbox"/> Country		Dual Citizen <input type="checkbox"/>		
		Child		yes <input type="checkbox"/> no <input type="checkbox"/> unknown <input type="checkbox"/>		yes <input type="checkbox"/> Country		Dual Citizen <input type="checkbox"/>		
Out-of-Country Relatives/Friends		Relationship to Abductor/Child			Country		Contact Information (address, telephone, etc.)			
BROADCAST UPDATED ALL POINTS BULLETIN to: all Police Communication Channels, Other Patrol Officers, Other Law Enforcement Agencies								Time of Broadcast		
NOTIFY APPROPRIATE AGENCIES										
Enter information into computerized systems.				Entries in the DOJ Missing Person System will automatically generate National Crime Information Center (NCIC).						
Notify the media and :										
Department of Justice Missing & Unidentified Persons Unit		California Highway Patrol		Local FBI		CARE ALERT		National Center for Missing & Exploited Children		District Attorney Child Abduction Unit
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
OBTAIN ADDITIONAL EVIDENCE/INFORMATION TO ASSIST IN SEARCH (Recent photograph of child, favorites, fears, how far from home and where the child is accustomed to going on his or her own, etc.)										
Department of Justice Missing & Unidentified Persons Unit				(916) 227-3290		Missing Children Hotline		(800) 222-FIND (3463)		
Federal Bureau of Investigation		National Center for Missing & Exploited Children 1 (800) 843-5678								
Los Angeles (310) 477-6565										
Sacramento (916) 481-9110		California Highway Patrol (800) TELL-CHP (835-5247) or nearest CHP Communications Center								
San Diego (858) 565-1255										
San Francisco (415) 553-2000		District Attorney's Child Abduction Unit () -								
Missing Children Organizations:										
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